

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURT FIELD INSTRUCTION 34-248

25 APRIL 2012



Services

**HURLBURT FIELD AIRMAN AND FAMILY
SERVICES FLIGHT WAITING LIST POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense Instructions (DoDI) 6060.2, *Child Development Programs*, 6060.3, *School Age Care Programs* and Air Force Instructions (AFI) 34-248, *Child Development Centers* and 34-249, *Youth Programs*. It establishes priorities for use of child care spaces in the Airman and Family Services Flight to support the primary mission of the program and installation. It applies to all individuals that require child care spaces, including Air Force Reserve Command (AFRC) and Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the 1 SOW Publication/Forms Managers. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This instruction has been revised and must be completely reviewed. This revision includes the policy from the Priority Placement for Total Force Wounded Warriors (WW) memorandum.

This instruction reflects the requirement of a deposit towards the first week of care, requirement to return paperwork for accepting a child care space within three business days, and grammatical changes.

1. General. This instruction establishes policy and outlines eligibility, priorities, enrollment and termination guidance for all parents requesting care in the Hurlburt Field Child Development Center (CDC) and School Age Program (SAP).

2. Waiting List Policy. If all child care spaces are full, parents requesting service must complete DD Form 2606, *Child Development Program Request for Care Record*. They will be contacted every two months to ensure care is still needed and the waiting list remains up-to-date. Parents are to include an e-mail address on DD Form 2606, if available, and are responsible for providing any changes of address and phone numbers.

3. Eligibility. Eligible patrons include active duty military personnel, DoD civilian personnel paid with either APF or NAF, reservists on active duty or during inactive duty training, and DoD contractors. DoD Contractors may only use the program when they are full-time employees of a contractor performing a function on the installation that might otherwise be performed by a military member or a DoD civilian employee. Dependents of retirees are not eligible. Active duty sponsors who are assigned to or live on another installation are eligible to request care in the Hurlburt Field CDC or SAP for their dependent child/children who live in the Hurlburt Field local area with another parent.

3.1. Unborn Infants. Expectant families can complete and submit waiting list documents to the CDC during the sixth month of pregnancy for unborn infants. Parents must inform the CDC of the expected due date for the birth of the child. The waiting list form will be activated and placed on the waiting list when the parent notifies the CDC of the child's birth date and name either by phone or through email to ISOESS.FSFC@hurlburt.af.mil.

3.2. PCS inbound families can complete and submit waiting list documents to the CDC and SAP as soon as they have published orders. The waiting list form will be activated (using the date submitted) when the parent informs the CDC and SAP they have arrived on station and provides updated contact information.

4. Priorities. Active duty and DoD civilian employed parents have higher priority in the use of the CDC and SAP. Individuals enrolled in school full-time are considered employed, as long as they show proof of enrollment. Full time enrollment of 12 credit hours must be maintained year round to prevent change in priority from working to nonworking. Summer full time enrollment is six (6) credit hours. Individuals who are assigned to or live on the installation, regardless of branch of service, are given equal priority. Active duty sponsors who are assigned to or live on another installation but who request care in the Hurlburt Field CDC or SAP for their dependent child/children who live in the Hurlburt Field local area with another parent are priority three.

4.1. Priorities for enrollment:

4.1.1. 1st Priority: Single parents (active duty or DoD civilian) or dual active duty military personnel assigned to or living on Hurlburt Field. Single parent status does not apply to households in which unmarried couples or pairs are living as a family or parents cohabitating with the other parent of the child/children for whom they are requesting care in the Hurlburt Field CDC or SAP.

4.1.2. 2nd Priority: Active duty military, DoD civilian personnel, or dependents of combat-related Fallen Warriors assigned to or living on Hurlburt Field whose spouse is employed on a full-time basis outside the home. Both parents, parent/guardian for combat-related Fallen warriors, must be employed, a full-time student or actively seeking employment.

4.1.3. 3rd Priority: Hurlburt assigned Active duty military or DoD civilian with a non-working spouse assigned to or living on Hurlburt Field and active duty sponsors assigned to or living on another installation but whose dependent child/children live in the Hurlburt Field local area with another parent that is employed full time outside the home and request care in the Hurlburt Field CDC or SAP.

4.1.4. 4th Priority: DoD Contractors

5. Enrollment Policy. When a family is contacted by the CDC or SAP and informed of an available child care space, the parent will have 24 hours to accept the slot and pay a \$30 deposit towards the first week of care. The parent will have three (3) working days to return completed registration forms. The parent will be expected to begin care when the space is made available or no later than 14 calendar days from acceptance. The start date will be annotated on AF Form 1181, *Program Patron Registration*. If the parent has not responded within 24 hours or refuses the space, they must re-accomplish the DD Form 2606 or be removed from the waiting list.

6. Termination Policy. In the case where an enrolled family's employment status changes, i.e. the spouse is no longer employed or is no longer actively seeking employment, and there is a waiting list, parents will be given a 30 day notification and assistance in finding alternate care. If space is available to accept priority four, notification will be provided to parents that space is available as long as there are no priority one, two or three care requests. In the case where an enrolled family's marital/geographical status changes due to divorce or separation, the child/children will have priority three status and will be able to remain in the program as long as the household has all adults working or enrolled in school full time. Priority four parents will be given a 30 day notification and assistance in finding alternate care if priority one, two, or three care requests displace them from care. Special circumstances will be considered on a case-by-case basis. Contractor eligibility will be terminated when no longer employed by the contractor or performing on-base work for the contractor. If a military member retires and has children enrolled in the CDC or SAP, they will be given a 30 day notification and assistance in finding alternate care.

7. Deployed Members on the Waiting List. If an individual withdraws their child from the CDC or SAP due to deployment, the child's name will be placed at the top of the waiting list for their age group and remain there until the parent returns. When the parent returns, assistance will be provided to help make temporary child care arrangements in a licensed family child care home until a space opens in the CDC or SA Program.

8. Wounded Warriors. Wounded Warrior families that are enrolled in a Service-sponsored Wounded Warrior program, provide a copy of orders that reflect disability, illness, or injury are placed at the top of the waiting list IAW Priority Placement for Total Force Wounded Warriors (WW) memorandum dated 25 Jul 2011. Wounded Warriors who return to active duty, shall maintain the child's space in the programs or priority and place, on the waiting list as long as the spouse, if applicable, is employed or a full time student.

9. Fallen Warriors. Dependents of combat-related Fallen Warriors are authorized use of the Air Force Child Care programs, to include School Age Programs, until the age of 12 years as long as the parent or guardian maintains eligibility as outlined in section 4, Priorities.

JAMES C. SLIFE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-248, *Child Development Centers*, 1 October 1999

AFI 34-249, *Youth Programs*, 1 June 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD Instruction 6060.2, *Child Development Programs*, 19 January 1993

DoD Instruction 6060.3, *School Age Care Programs*, 19 December 1996

HQ USAF/A1S *Priority Placement for Total Force Wounded Warriors* (WW, 25 July 2011)

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1181, Air Force Youth Flight Program Patron Registration

DD Form 2606, Department of Defense Child Development Program Request for Care Record

Prescribed Forms

None

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CDC—Child Development Center

DD—Department of Defense (as used on forms); Doctrine Documents (as used in short title)

DoD—Department of Defense

IAW—In accordance with

RDS—Records Disposition Schedule

SAP—School Age Program

WW—Wounded Warriors